**Department of Political Science**

**Research, Training and Development Fund - Application Form**

Student # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signed approval

1) **Proposal**: Attach a **one-page proposal** indicating the purpose of the funds. The proposal must clearly indicate how the intended use of the funds contributes to the student’s dissertation research and/or professional development.

* Purpose of Funds:
* Approximate Dates:

2) **Proposed Budget**: Attach **one-page budget justification** and relevant website printouts to support estimated expenses.

 Travel: (specify mode) $\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals: $\_\_\_\_\_\_\_\_\_\_\_\_\_ ($65 per diem rate)

 Other: $\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL BUDGET: $\_\_\_\_\_\_\_\_\_\_\_\_\_

3) **CV**: Attach an up-to-date cv.

4) Have you ever received a grant from the RTDF? YES NO

5) Have you received any financial support from your supervisor? YES NO

If so, when and how much did you receive?

6) How many departmental events have you attended in the last year?

Please list the events, and if possible, the approximate dates of the events you attended:

**Recommendation: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Graduate Chair’s signed approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*Please submit this completed request form & supporting documentation to the Graduate Program Advisor.*